



Washington State Criminal Justice Training Commission

First Level Supervision (4127-9)

June 11-15, 2012

PARTICIPANT COURSE INFORMATION

Arrival: Monday, June 11, 2012.

SUBSTITUTIONS ARE NOT ALLOWED, unless approved by Leadership Program Manager, Leanna Bidinger, lbidinger@cjtc.state.wa.us.

Location: WA State Criminal Justice Training Center
19010 1st Ave S
Burien, WA 98148

Room C216, in the Cascade Building.

Class Hours: 8 a.m. to 4:30 p.m.

Cost: Non-mandated personnel will be charged \$200.00.

Travel/Meals & Lodging: Law Enforcement attendees and Corrections attendees working at least **40** miles from the training site are eligible to be registered as live-in participants.

Attire: Business Casual attire is appropriate for classroom wear. *Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.*

Telephone: **EMERGENCY ONLY: 206-835-7300**

Note-Taking: Note-taking items such as notebook paper, pens, and pencils, will not be made available at the training site, and are the responsibility of each attendee.

Pre Course work:

1. Read "Coach?Mentor?Leader?Manager? "
2. Read "Hiring Toolkit"
3. Read "Leading the Next Generation of Law Enforcement Through EI"

These documents are located on the course training page and are noted as "**Article 1, 2, & 3**".

Firearms: Firearms will not be used in this course.

Attendance: Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve any time out of class.

Cancellation Deadline: **May 28, 2012.** Notify the Registrar's Office at registrar@cjtc.state.wa.us, to avoid late cancellation/no show fees. ***Your agency will be billed the entire course fee of \$200.00, for those not in attendance.*** NO exceptions will be made.

Responsibility for Injuries: Although instructors will at all times maintain a high degree of care for the safety of all persons attending, it must be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.